

STATE CONTROLLER'S OFFICE  
PERSONNEL/PAYROLL SERVICES DIVISION  
P. O. BOX 942850  
Sacramento, CA 94250-5878

DATE: January 22, 2015

PERSONNEL LETTER #15-003  
(Civil Service Only)

TO: All Agencies in the Uniform State Payroll System

FROM: Lisa Crowe, Chief  
Personnel/Payroll Services DivisionRE: **VOLUNTARY PERSONAL LEAVE PROGRAM RATE CHANGE – BARGAINING UNIT 09**

Per California Department of Human Resources (CalHR) Pay Letter #14-24, the one-day Voluntary Personal Leave Program (VPLP) rate for R09/E09 employees has been reduced from 4.75% to 4.62% effective 7/2/13.

Departments must manually correct the VPLP rate for impacted employees by posting a 350 transaction effective 7/2/13, if on VPLP as of that date; or by correcting any subsequent transaction that placed an employee on VPLP. Any resulting out-of-sequence transactions should be corrected to ensure that the correct rate is reflected.

**PAYROLL ADJUSTMENTS**

PPSD will issue adjustments (if applicable) resulting from the 350 transaction, Employment History (EH) update. Therefore, departments **do not need to submit Forms STD. 674** to request adjustments for the pay periods with retroactive adjustments (i.e., 7/13 – current pay periods): this includes adjustments for TD, SDI, NDI and IDL.

Please direct questions on the Voluntary Personal Leave Program, and EH/payroll processing as follows:

SUBJECT AREA	CONTACT	TELEPHONE NUMBER
Program Administration (e.g., rules, regulations, benefits/pay impacts)	Personnel Services Branch CalHR	(916) 323-3343
General Payroll Procedures Disability Payroll Procedures Employment History Procedures	Customer Contact Center SCO	(916) 372-7200

LC:DG:PMAB